

CLERK OF THE COUNTY LEGISLATURE (UNCLASSIFIED)

DISTINGUISHING FEATURES OF THE CLASS:

This position performs administrative and liaison functions for the County Legislature. Under the general direction of the Chairman of the Legislature, this position is responsible for serving in the capacity of the official representative for the Legislature, performing the preparatory work for the Legislative meetings and administering the office of the Legislature. Supervision may be exercised over the work of assistants.

TYPICAL WORK ACTIVITIES:

1. Notifies members to convene Legislative organization meetings and assists in planning and disseminating agendas for regular and special meetings;
2. Prepares minutes of Legislative proceedings; maintains files of Legislative records and provides support services to the Legislature and its' Committees;
3. Prepares the calendar for Legislative meetings, including screening and organizing all communications, reports, resolutions, acts, etc., for proper insertion in the calendar;
4. May assist the Chairman in the conduct of meetings;
5. Edits the proceedings of the County Legislature for printing and distributes the same;
6. Provides liaison between the Legislature and other persons and agencies, including County department heads and outside agencies and individuals;
7. Searches on proper request for pertinent Legislative actions and related materials in response to inquiry from individual representatives, committees, county departments, local authorities, or others;
8. Notifies proper officials of Legislative vacancies;
9. Administers office details for Legislative Chairman;
10. Handles details involved in connection with public hearings, special events and tours;
11. Performs other duties as assigned by the Chairman of the Legislature;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of legislative procedures; thorough knowledge of the organization of the County Legislature; good knowledge of the County Charter and Administrative Code as it relates to the County Legislature and its' relations with the various County departments; administrative ability; ability to deal effectively with executive and legislative officials; good judgement; personal presence; physical condition commensurate with the demands of the position.

CLERK OF THE COUNTY LEGISLATURE (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree PLUS two (2) years of supervisory or administrative experience, one of which shall have been in a governmental setting;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's Degree PLUS four (4) years of the experience as indicated above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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 03/20/96